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| Department: | Fire |
| Bargaining Unit: | HFFU |
| Salary Range: | F-63 |
| Last Revision: | June 2000 |

FIRE CAPTAIN

DEFINITION

To supervise activities of the assigned fire company; to perform responsible supervisory, technical and administrative work in commanding and supervising fire suppression activities on an assigned shift; to provide and coordinate fire service training; and to provide highly responsible technical staff assistance.

SUPERVISION EXERCISED

Receives general direction from the Fire Chief.

Exercise direct supervision over sworn staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist in the development and implementation of goals, objectives, policies and priorities for fire suppression; establish schedules and methods for assigned shift; implement policies and procedures.

Plan and execute work assignments of fire personnel on an assigned shift.

While working as a shift commander, direct and supervise forces in the suppression of fires, in the control of incidents involving hazardous chemicals and other materials as required; ascertain the need for any type of additional equipment necessary to handle the emergency; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports.

Supervise and participate in fire suppressions, rescue and Haz Mat activities.

Perform Fire Code Enforcement, Public Education and Training activities.

Conduct inspections of quarters, equipment, apparatus, and direct the cleaning thereof.

Assist in coordinating the department=s fire inspection program.

Perform staff and administrative duties on a 24-hour, 40-hour and/or modified schedule as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for needed equipment; monitor and control expenditures.

Participate in monitoring employee performance objectives; prepare employee performance reviews; provide assistance to personnel under stress due to incidents; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Prepare reports, forms, recommendations and other required administrative procedures of the Department.

Assist other management staff in maintaining and improving upon the operation of the Department.

May perform emergency medical technician duties as required; administer advanced life support procedures to persons suffering medical emergencies; check and maintain medical equipment.

Demonstrate professional command presence in all administrative and emergency situations.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern methods of fire service administration.

Fire prevention principles, practices and procedures.

Technical fire suppression and prevention methods and skills.

Principles and practices of organization, administration, budget and personnel management and training.

Principles and practices of supervision and training.

Modern firefighting and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of various types of fire apparatus and equipment.

Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects.

Modern lifesaving procedures and techniques, including Advanced First Aid, CPR and EMT.

Ability to:

Make effective use of personnel, equipment and apparatus in emergency situations.

Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully and impartially.

Communicate clearly and concisely, orally and in writing.
Instruct and lead firefighters effectively and maintain discipline.

Administer first aid and operate a variety of rescue equipment.

Operate apparatus and equipment used in modern firefighting activities.

Supervise and evaluate subordinates.

Meet appropriate physical demands necessary for adequate job performance.

Develop, implement, and maintain a comprehensive fire suppression and fire prevention training program.

Plan, coordinate and organize training activities and develop procedures for departmental improvement through the distribution of information.

Prepare and recommend training budget.

Identify and assess training needs and determine how needs can best be met. Ability to instruct and lead fire training sessions and courses.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two (2) years of municipal fire suppression and prevention experience.

Training:

Equivalent to completion of twelfth grade, preferably supplemented by an Associate of Arts degree in fire science, fire administration or a related field.

Completion of 15 units in Fire Science or Public Administration.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or ability to obtain, the following licenses and certificates by July 1, 1998, or at time of appointment, if appointment is made after July 1, 1998.

State Fire Officers= Certification Certificate.

Emergency Medical Technician Certificate.

Incident Command System 220 and 440 Certificates.

Fire Driver-Operator Certificates issued by the State of California (1A and 1B or equivalent).

Class B (F.D.) valid California driver's license.

Effective Date: July 1, 1991
September 3, 1996
Amended: June 5, 2000